



CECIL COUNTY GOVERNMENT

POSITION ANNOUNCEMENT

December 28, 2016

CECIL COUNTY CIRCUIT COURT **DRUG COURT CASE MANAGER**

Cecil County Circuit Court is seeking a **Drug Court Case Manager, FT** with a starting salary of \$40,000/year. This position is responsible for overseeing the ancillary service component of the drug court program. Benefits included. ***This position is contractual and grant funding is contingent upon approval on an annual basis.***

Position requirements: Associates Degree in Public or Court Administration, Social Work, Psychology, Criminal Justice, Public Health, or a related field from an accredited institution; Bachelor's Degree preferred; two (2) or more years experience in case management to include project or program management in the fields of addictions, human/family services, law enforcement, public safety, corrections, or court management; strong and effective verbal and written communication skills; computer skills to include Microsoft Office Suite; ability to develop and maintain effective relationships with co-workers and others. This position will not act in a clinical capacity other than through the use of assessment tools which will be reviewed with supervisor. Applicant must have a valid Maryland Driver's License.

Duties: Include, but not limited to, maintaining comprehensive knowledge of community -based agencies and services; developing case plans, facilitating access to services and monitoring participant progress; completing weekly case notes, writing agreements, following judicial directives, weekly report writing, evaluating new resources, establishing new contacts, developing partnerships and the ability manage a large case load; attending all drug court hearings and providing information as needed; perform all other duties as assigned.

Application Procedure: Please go to www.ccgov.org to complete an application/ submit a resume by **1/13/17** end of business day.

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